# RUSTICELLO FOR FIELD TRAINERS
# 9/10/02

## To add a training session in the Rusticello database:

Go to www.marcopolo-education.org and follow the link to the Training Resource Center (the link is in the list on the left hand side of the screen).  At the bottom of the Training Resource Center page is a link, "Rusticello Login"  Click on this link to login using the login and password sent to you by the MarcoPolo office when you first became a field trainer.

> *If you did not keep that message or can't find it, you can request that your password be sent to you by clicking on the "Forgot password?" link at the bottom and typing your email address (the one you used during your training if you have more than one).  Within a few minutes you'll get an email message with your password in it.*

When you are logged into Rusticello:

> Click on the "View/Request Training Session" link which is in the top bar of the page (this is brown on my screen).

> On the new page, click on the link "Add a Field Training Session."  Alternatively, you can click on the calendar, on a specific date, to add a training session.

> In the pop-up window that now appears ("Add A Field Training Session"), click on the link under your name to choose your host school or district.  A new pop-up window is displayed.

> Make sure that "VA" is in the state slot (if not, use the pull-down menu to choose VA).

> Type in part of the name of the entity for which you are training--either school or district.  Then click on the SEARCH button at the bottom.

> If the entity for which you are training is on the pull-down list, click on it and then click on the SELECT button.

> > *If the entity for which you are training is not on the pull-down list, choose the option "Organization Not In List"  and then the SELECT button.  You will then need to enter some date about the entity (address, phone number, person to contact for technical help, etc.)*

Once you have chosen the entity for which you are training, the Field Training City line will be already filled in the "Add A Field Training Session" window. However, if you need to change that, you can do so.

Next, choose the Training Type. 1) Field Training of End Users is probably the most common training type. 2) Field Training of Trainers can be done by you if you work with the new trainers for at least 5 hours. 3) Awareness Session is for those times when you are giving an overview and can't do a hands-on training session.

Fill in the date for the training session (if you used the calendar to add your session, this will already be filled in).

Fill in the start and end times of your training session using the pull-down menus.

Enter the projected attendance number.

Click on the SUBMIT button.

> *If you'd like to request training materials, use the link provided, fill in the information for mailing the materials, then click on the DONE buttons.*

Log out of Rusticello, using the link on the left-hand side of the screen.

## To view information about a training session:

When you are logged into Rusticello:

At the bottom of the page is a list of "Next Month's Schedule" (this is really a list of the training sessions scheduled for about 4 weeks after the date you are logging in rather than a particular calendar month). Click on the date you on which you wish to check.

> *Alternatively (and for dates either in the past or further into the future than 30 days), click on the "View/Request Training Session" link which is in the top bar of the page (this is brown on my screen).*

> *On the new page, click on the calendar, on the location (i.e., "Richmond @") of the training session you'd like to view (if you click on the date, Rusticello will think you are trying to add a new session--just hit CANCEL if that happens). To change the month of the calendar, use the pull-down menu to choose the correct month and/or year. Then press the "GO" button.*

You can view the information you put in for your session.

Remember to log out using the link on the left side of the screen when you are done.

## To delete a training session:

When you are logged into Rusticello:

At the bottom of the page is a list of "Next Month's Schedule" (this is the really the training session scheduled for about 4 weeks after the date you are logging in rather than a particular calendar month). Click on the date you wish to delete.

*Alternatively (and for dates either in the past or further into the future than 30 days), click on the "View/Request Training Session" link which is in the top bar of the page (this is brown on my screen).*

*On the new page, click on the calendar, on the location (i.e., "Richmond @") of the training session you'd like to view (if you click on the date, Rusticello will think you are trying to add a new session--just hit CANCEL if that happens). To change the month of the calendar, use the pull-down menu to choose the correct month and/or year. Then press the "GO" button.*

Click on the DELETE button at the bottom of the window. In the pop-up dialogue box, click on OKAY.

Remember to log out using the link on the left side of the screen.